



DEPARTMENT OF THE ARMY
US ARMY SOLDIER SUPPORT INSTITUTE
10000 HAMPTON PARKWAY
FORT JACKSON, SOUTH CAROLINA 29207-7025

ATSG-CG

NOV 22 2004

MEMORANDUM FOR ALL Soldier Support Institute (SSI) Personnel

SUBJECT: Policy Memorandum #3 – Prevention of Sexual Harassment

1. I am totally committed to the Army's Sexual Harassment Policy, which demands respect for the human dignity of all Soldiers, their family members, and Department of the Army civilians. Sexual harassment is a violation of professional ethics and integrity. It is unacceptable conduct and will not be tolerated. Sexual harassment destroys teamwork and negatively affects command readiness. The prevention of sexual harassment is everyone's responsibility. Leaders set the standards for Soldiers and DA civilians to follow.
2. Unfortunately, sexual harassment and more serious forms of sexual assault do occur. The Uniform Code of Military Justice (Article 93), Army Regulation 600-20 (Army Command Policy), and Fort Jackson Regulation 600-20 (Prohibited Practices) all provide standards to define and prohibit sexual harassment. Soldiers must understand these required standards of personal behavior. Leaders must ensure these standards are fully understood and accepted. One goal is to inculcate Soldiers with Army values. We must create an environment that focuses on the prevention of sexual harassment and sexual misconduct, and one in which all Soldiers know their responsibilities for proper behavior and reporting improper behavior.
3. Soldiers, family members, and DA civilians should report all cases of sexual harassment through their chain of command, EO Representative, SSI EO Advisor, or one of the alternate agencies listed in AR 600-20, Appendix E-1a (2) (Inspector General, Chaplain, Provost Marshal, Medical Agency Personnel, Staff Judge Advocate, and/or Housing Referral Office). Depending on the nature of the complaint, civilians may be referred to the Post EEO for further assistance. Importantly, individuals who report sexual harassment (to include witnesses) will be protected from threats or acts of reprisal. Threats or acts of reprisal should immediately be reported to the Chain of Command and the Post IG (751-5580). The DoD IG hotline is also available at (800) 424-9098, DSN 664-8799, or <http://www.dodig.osd.mil/HOTLINE>.

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4. High standards of honesty, integrity, and conduct are essential to assuring the successful accomplishment of our mission. Unwelcome touching, sexual jokes, innuendoes, inappropriate e-mails, or posting of sexually revealing pictures, posters, cartoons, etc, violate these standards.
5. We all share the responsibility for helping to eradicate sexual harassment. Whether we are military or civilian, and whether or not we are in a command or supervisory position, we must not condone or ignore this offensive and demeaning behavior. We must deal with it swiftly and fairly whenever it occurs, so that we foster a work environment that reflects our standards of excellence.
6. The proponent for periodic review of this policy is the SSI Equal Opportunity Advisor.
7. READINESS STARTS HERE!


GINA S. FARRISEE
Brigadier General, USA
Commanding